

S E C R E T

10 February 1955

MEMORANDUM FOR: Chief, All Area Divisions
Chief, IO Division
Chiefs, All PP Staff Divisions

SUBJECT : CS Liaison on PP Matters with the
Department of State

REFERENCE : [REDACTED] 2 February 1955

25X1A

1. In accordance with para 3 a of the reference Notice, there is attached (1) a list of CS personnel presently authorized to conduct liaison on NSC 5412 matters with officers of the Department of State on a regular basis, and (2) a list of additional personnel authorized to conduct such liaison from time to time with respect to particular matters. The Deputy Operations Planner, Department of State (Mr. L. Randolph Higgs) has been given a copy of both these lists.

Procedures for Amending CS Lists:

2. The number of persons authorized to conduct liaison with the Department of State must be kept to a minimum. Consequently, liaison authorizations to personnel not now on either list ordinarily will be approved only if they are substitutes for individuals on the current approved lists. In such cases divisions will send their requests for substitute authorization to [REDACTED] in quintuplicate on liaison request form 59-45. [REDACTED] then will make the necessary arrangements, including coordination with FI/LCB, to determine the status of security clearances, and will inform the requesting division when liaison is authorized. The same procedure will be followed with respect to liaison requests described in Paras 3 and 4 below.

25X1A

3. When exceptional circumstances demand an addition to the authorized list, a full explanation of the need for the addition should accompany form 59-45.

Procedures for Amending Department of State Lists:

4. Liaison clearance records now on file in FI/LCB list the names of Department of State officers who are cleared for liaison contact with each of the CS individuals. CS individuals may revise the

25X1A
S E C R E T

lists of their authorized contacts within State by requesting liaison clearances from [redacted] on form 59-45.

Records of Policy Guidance

5. Paragraph 3 b (2) of the reference Notice requires that memoranda for the record be prepared on all meetings with the Department of State which produce policy or guidance. Initiators of such memoranda will send two copies to CPP, one for Mr. Higgs, and one for [redacted]. Special files will be maintained by CPP for matters of particular sensitivity.

6. The reference Notice also says that appropriate CS elements should be consulted before initiating liaison contact, to determine whether the policy guidance being sought is already available or is necessary. [redacted] should be consulted in all cases.

25X1A



Operations Staff

-2-

S E C R E T